

MAIL-IN PROTEST FORM INSTRUCTION SHEET (Real Property & Manufactured Homes)

Please fill out the protest petition **COMPLETELY**. There should be only **ONE** UPC number per protest form. The protest petition must include the following information:

1. UPC number
2. Legal Description and type of Property (e.g., residential, vacant, etc.)
3. Reason for protesting
4. Ownership information
5. Accurate Mailing address
6. Situs (actual location) address
7. DAYTIME telephone number (**A MUST!**)
8. Assessor's TOTAL FULL VALUE (From Notice of Value)
9. Owner's value (Your opinion of Value)
10. Legible Signature and Date

Please return the **COMPLETED ORIGINAL** Protest Form and Either the top portion of the Notice of Value Form, or a copy of the Notice of Value. If you mail the form, you may want to send it by Certified Mail to ensure our receipt of the form.

All supporting value documentation must be attached to the Protest Form.

Reasons for rejection of the protest form:

1. Inaccurate or incomplete UPC number or Legal description
2. UPC number is deactivated
3. A protest has already been filed on the property
4. An incomplete Protest Form

The Property Owner or the Representative will receive a letter with the appraiser's value decision and further instruction.

***ALL PROTEST FORMS MUST BE RETURNED TO THE ASSESSOR'S OFFICE
BY 5:00PM ON MARCH 30, 2012. IF MAILED, THE FORMS MUST BE
POSTMARKED BY MARCH 30, 2012.***

***BERNALILLO COUNTY ASSESSOR
ATTN: PROTEST DEPARTMENT
P.O. BOX 27108
ALBUQUERQUE, NM 87125***